

## **POLICE CORPORAL**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

Supervises the activities of a group of Police Officers or personally perform difficult and complex clerical and communications work, as assigned; and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, in order to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing

vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Maintains surveillance and patrol presence in places where problems involving juveniles have occurred, or are likely to develop. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Searches established geographic areas as part of a team to locate missing children or suspects.

Maintains records and reports by filling in forms and completing standardized reports following department procedures. Processes data using the department's computer system by entering, updating, and retrieving information.

Books arrested person. Performs basic frisk and search during initial booking. Photographs and fingerprints new prisoners and confiscates, itemizes, and records personal property of inmate when booking. Maintains discipline by ensuring that prisoners obey rules and regulation. Performs prisoner counts in accordance with established procedures, and conducts jail searches to locate contraband and to detect any breaches in jail security. Summons medical personnel for treatment of prisoners when necessary. Transports prisoners from one location to another.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in the class of Police Officer with at least (12) twelve consecutive months of service in that class immediately preceding the closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

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	12-07-04